



Community Action Agency Advisory Board (CAAAB)

Meeting Minutes

April 22, 2021

ITEM	ACTION		FOLLOW-UP		
Location: Eastport Environmental Campus		Time: 3:00 pm to 5:00 pm			
Facilitators: Colleen K. Turner, Secretary/Staff		Recorder: Colleen K. Turner, Secretary/Staff			
Attendees:		Attendees:		Agency:	
Brian Armen	E	Faith-Based Leader	Cara Reynolds	P	Charlotte County School Board
Joseph Tiseo	P	Board of County Commissioners	Robin Roleson	P	CareerSource of Southwest FL
Lynn Dorler	P	Boys and Girls Club	Karen Smith, Clerk	P	City of Punta Gorda
Dianne Munson	P	Community Advocate	Paula Wilman	P	Punta Gorda Housing Authority
Paul Polk	P	County Property Appraiser	Martha Bireda	E	Representing the Low Income
Noami Guy	P	CARE EJ Advocate	Angela Hogan	P	Community at Large
Colleen K. Turner	S	Charlotte County Human Services	William Thompson	S	Charlotte County Human Services
Theresa Lewis	S	Charlotte County Human Services	Althea Connor	S	Charlotte County Human Services
Laurie Kimball	S	Charlotte County Human Services	Andrea Andrade	G	Dept. of Health, WIC
Jocey Henderson	S	Charlotte County Human Services	Cammie Aldridge	G	Area Agency on Aging
Carrie Walsh, Director	S	Charlotte County Human Services	Melissa London	G	Camelot Community Care
Key = P(Present), E(Excused), A(Absent), G(Guest), S (Staff)					
1. Welcome and Roll Call	The meeting was called to order by Chairman, Paul Polk. A quorum was established with a majority of members present.				
2. Public Input	None				
3. Minutes	<i>The January 2021 minutes were approved, as presented, by motion of Paula Wilman, second by Commissioner Tiseo and unanimous vote.</i>		Colleen will post on County website and submit to DEO for the record.		
4. Staffing/Member Updates	Colleen shared that Katie Scott is no longer with the County/Department. William Thompson was introduced as the new senior case manager. Also, Lynne Matthews identified a running conflict with the CAAAB regular meeting schedule and has offered the City Clerk, Karen Smith, as the City's designee.		Colleen will update the website and roster.		

5. Appointment of New Member	<i>Karen Smith, Punta Gorda City Clerk, was appointed for the vacant elected official seat by motion of Paula Wilman, second by Commissioner Tiseo and unanimous vote.</i>	Colleen will send an official welcome letter to Karen and update the website and roster.
6. 2020-21 CAAAB Member Training Update	Due to the brevity of the January training, Colleen provided an opportunity for discussion/refresher training to the CAAAB on: Ethics/Conflict of Interest; Sunshine Law; and Whistle-blower policy.	
7. Family Services Center (FSC) Phase II Ad Hoc Committee Recommendation	<p>The FSC Ad Hoc Review Committee, comprised of disinterested/unconflicted board members, reviewed and scored 9 applications for tenancy/integrations. Colleen presented their consensus recommendation and the results are as follows:</p> <ul style="list-style-type: none"> • <i>The Phase I application from the AAA was accepted, as is, for consideration for Phase II tenancy by motion of Lynn Dorler and second by Commissioner Tiseo. The motion carried with 9 in favor and 1 abstention.</i> • <i>The Charlotte County Computer Club’s application was rejected due to incompleteness, non-compliance with RFA, space request exceeding accommodation, and not a good fit with the FSC integration model by motion of Commissioner Tiseo, second by Cara Reynolds. The motion carried with 9 in favor and 1 abstention.</i> • <i>The following agencies – Area Agency on Aging (AAA), Charlotte Behavioral Health Care (CBHC) on behalf of Healthy Start, Comprehensive Housing Resources (CHR), Deaf and Hard of Hearing dba Hearing Impaired Persons (HIP), Gulf Coast Partnership (GCP), Lutheran Services Florida (LSF), United Way (UWCC), and Valerie’s House – are recommended for further exploration of commitment to integration, space needs accommodation, and staff recommendation to the BOCC for tenancy by motion of Paula Wilman with second by Commissioner Tiseo. Motion carried with 9 in favor and 1 abstention.</i> • <i>Paula Wilman made a motion, second by Commissioner Tiseo, to offer accelerated tenancy/integration with CHR and HIP (current FSC tenants who will be displaced by demo of the old facility). The motion carried with unanimous vote.</i> <p>Director Carrie Walsh noted that the deadline for the RFA for the FSC Phase II architect is 04.28.2021.</p>	Colleen will notify applicants of the CAAAB recommendation and extend invitation to recommended partners to begin planning meetings.

8. Ad Hoc Committee Updates	Colleen, Lynn and Paula provided an update on the Family and Children’s Services ad hoc and Aging, Disabled Adults and Veterans ad hoc committee meetings that took place in February and March respectively. Excellent turn-out and participation at both. Great steps to forging new and strengthening existing relationships among provider agencies. The next meetings will be focused on beginning to identify where alignment exists, where it could be beneficial to develop, and where gaps exist to inform priorities.	
9. Program/Funding Updates	The Human Services leadership team gave an overview of funding and programs offered by the Department, including: Community Action/Self-sufficiency programs (LIHEAP/CSBG); Homeless Prevention (TANF, SHIP, ESG-CV2, HFSP); Aging and Adult Services (OAA, CCE, ADI, HCE, 3E, 3S, 3G); and CARES/ARP (pending). Veteran Services manager Jocey Henderson gave an overview of the economic impact of their services (approx. \$227million in 2020). Colleen committed to bringing the Department’s full budget to the July meeting to provide an understanding of what funding is available, from where, and how it is allocated.	Budget review, July 2021
10. May is Community Action Month!	Colleen shared that the BOCC will declare May as Community Action Month in Charlotte County at their May 11 th meeting. Commissioner Tiseo will present and CAAAB Chairman Paul Polk will receive on our behalf. Colleen will share provided resources for related activities from the national Community Action Partnership. She encouraged all board members to recognize CA Month on their agency web pages, social media accounts, etc.	
11. Member Comments	<ul style="list-style-type: none"> • Robin Roleson, Career Source Southwest Florida – Lots of jobs/opportunities available; hard time finding job seekers. A 04.15 virtual job fair had 70 employers and only 150 attendees. Continued federal unemployment benefits are resulting in job seekers being content not to work. • Paula Wilman, PGHA – Section 8 waiting list opens today for 3 weeks: 04.22.2021 – 05.13.2021. 250 vouchers will be awarded. Visit www.puntagordaha.org for more information and to apply. • Dianne Munson – Punta Gorda Hibiscus Festival is next weekend. 	

	<ul style="list-style-type: none"> • Lynn Dorler, Boys and Girls Club – Summer camps are full! A waiting list has been created. Camp is free for school-year youth. • Paul Polk – Charlotte County celebrates its 100th Anniversary on 04.23.2021. Lots of commemorative activities county-wide. 	
12. Adjournment	<p>There being no further business, the meeting was adjourned.</p> <p>Upcoming meetings:</p> <ul style="list-style-type: none"> • Family and Children’s Services Ad Hoc – 05.27.2021 3 pm • Aging, Disable Adults and Veterans Ad Hoc – 06.24.2021 3 pm • Full CAAAB meeting – 07.22.2021 at 3 pm. Location to be determined. 	Proper notice will be made.